

Duty Statement Excluded

Proposed
 (Submit to HR for Review)
 Final

Print or type.
See Specific Instructions on page 2.

A. Current Position Number 785-250-1406-XXX	B. Probationary Period 12 months	
C. Incumbent Name Vacant	D. Classification/Job Title Information Technology Manager II	E. Date of Hire Click here to enter a date.
F. Unit, Section, Division Technology Integration – Project Management Office, Information Technology Division		G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles
H. Name of Immediate Supervisor/Manager Joe White	I. Classification/Title of Immediate Supervisor/Manager Chief Information Officer, C.E.A. B	
J. CBID M01	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule Click here to enter text.	N. Work Hours Click here to enter text.	
O. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Q. Certification Required <input type="checkbox"/> Yes Click here to enter text. <input checked="" type="checkbox"/> No

Section II JOB DESCRIPTION

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Chief Information Officer, the incumbent serves as the Director, Technology Integration – Project Management Office. Working closely with the Chief Information Officer (CIO), the Director provides technical and operational strategic leadership as the project architect for the most technically advanced, highly complex business solutions involving Electronic Data Processing (EDP) enterprise platforms. Projects are purposed for system automation and online user integration for high-volumes of data, including but not limited to: VoteCal, California Business Connect (CBC) and future projects with legislative mandates or directives, statewide impact and interdepartmental interfacing with other state and federal entities, including but not limited to Franchise Tax Board, Board of Equalization, Employment Development Department, Department of Motor Vehicles, Department of Corrections and Rehabilitation and Department of Public Health.

The incumbent promotes and proactively reinforces the Secretary of State’s statewide business goals and departmental mission to effectively adapt cutting-edge technologies to increase the civic engagement of its customers.

The incumbent is an extension of ITD management, collaborates with senior management at the 2nd and 3rd organizational levels, and forges a consensus between divergent stakeholders and sponsoring project partners.

ESSENTIAL FUNCTIONS

30%



Leadership & Oversight

Provide leadership to senior ITD management while directing project staff performing as expert-level consultants.

Establish and define best practice competencies for project management, technical experts and other contributing staff, and enforce separate and distinct autonomy between the role as Director, the role of senior level project management and high-level stakeholders at the Division Chief level.

30%



Project Phase Management

Ensure economical, timely, efficient and effective progression through the planning, development, procurement and deployment phases of all integration projects, typically with varying system lifecycles. Proactively manage project budgetary impact through deployment and long-term maintenance.

Establish and reinforce result-based project benchmarks at the operational level and ensure adherence to all controls within the project Scope of Work. Direct qualitative and quantitative project assessments of all planned, completed and projected deliverables to ensure conformance to result-based benchmarks. Direct and facilitate analyses of project performance measures, including staff workload allocations/assignment in relation to expected completion dates.

30%



Project Reporting (Executive Steering Committee)

Provide succinct and fact-based project status reports with clear and concise performance measures indicating any deviations from established project controls (e.g., Scope of Work, budgetary allocations, project benchmarks through each phase).

Conduct and lead facilitated sessions with ITD management, the CIO and other Division Chiefs, Business Services and Facilities Officer, Fiscal Officer, internal project staff, external contractors and other supporting or sponsoring affiliates through each phase for all projects. Report and coordinate with appropriate control agencies and external governing entities as directed or mandated (e.g., Department of Finance, Department of Technology, Legislative Analyst's Office, Governor's Office, Legislature). Testify at Legislative and Budget Hearings and participate in meetings.

Recommend programmatic improvements to deployment strategies for existing projects to minimize future risks. Propose modernization and optimization of current project tools and methodologies to drive continual innovation.

MARGINAL FUNCTIONS

10% Communication & Technology Outreach

Interact with current statewide technology partners while fostering productive relationships with potential sponsors for future projects, including interactions with other states with comparable and successful technology integration models.

Participate in statewide and nationwide technology conferences to identify deficiencies and obstacles in the modernization of IT governance within California civil service.

Confer on or participate in projects to promote the goals of ITD management by assisting in outreach efforts related to emerging technology industry issues which impact the departmental mission.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
- NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
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